

SANTA ANA COLLEGE

ONLINE COURSE TEST PROCTORING FORM



Santa Ana College Distance Education, Cesar Chavez Building Room A-101, (714) 564-6725, DistEd@sac.edu

STUDENT QUALIFICATIONS TO OBTAIN A PROCTOR

A proctor is an approved adult who observes a student who is taking an examination for the purpose of assuring academic honesty and test integrity. Student must secure a proctor at an off-site location if:

1. The student is unable to come to the Santa Ana College campus to take a required proctored exam, and;
2. The student lives or works more than 50 miles from the Santa Ana Campus. (This includes military students, and students out of state and out of the country.)

APPROVED PROCTORS

If a student is unable to take his or her examination(s) at Santa Ana College, the student must arrange to have the examination(s) supervised by an appropriate proctor. Qualifications of the proctor must accompany the Test Proctoring Form. Suitable proctors are listed below.

The following two approved proctor options are preferred by Santa Ana College:

1. A university, college or community college testing center proctor. (If the university, college or community college has a test center, students are expected to have their exams proctored there.)
2. Professional testing center proctor.

Note: In all cases, the proctor must be willing to stay with the student for the full duration of the exam. Friends, relatives, neighbors and direct supervisors of the student are NOT permitted to proctor examinations.

ARRANGING FOR A PROCTORED EXAMINATION

To take an off-site proctored exam, the student must secure an approved proctor and an approved test location as follows:

1. **Find a proctor and test site.** Contact the testing center at a university, college, or community college near you. Retain a qualified individual to proctor your examination. Arrange for a date and time for the exam. You are responsible for paying any expenses involved. Suggested locations:
 - [National College Testing Association \(NCTA\)](#)
 - [California Community Colleges](#)
2. **Fill out paperwork to get proctor and test site approved.** Complete the information required on the Test Proctoring Form (page 3 and 4), and have the proctor sign it. Fax or scan and Email the completed and signed form to the Distance Education Office. This completed form must be received no later than ten (10) days before the first day of testing.
3. **Await approval.** The proposed proctor may be approved or disapproved based upon the assessment of the request, after the Distance Education Office contacts the proctor. It is the student's responsibility to contact the Distance Education Office (714) 564-6725 regarding proctor approval.
4. **Your proctor will receive your exam.** After your request is approved, the exam(s) and instructions will be faxed or Emailed to the proctor (Email is the preferred method). It is the student's responsibility to confirm the date and time of the exam with the proctor.
5. **Your proctor will return your exam.** Your proctor must return your exam by fax or Email to the Distance Education Office by the date marked on the Off-Site Proctor Instruction Sheet, which will be sent with your exam.

Note: Notify the instructor and the proctor if you need to reschedule your exam.

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The Distance Education Office must receive this form at least ten (10) working days in advance of the test date. Fax or scan and email this completed form to the Distance Education Office.

This section needs to be completed by the student:

Semester: _____

Subject & Course #: (ex. ACCT 101): _____ Section: _____

Name of Instructor: _____

Instructor's Email Address: _____

SAC Student ID Number: _____

Name of Student: _____

Student's Address: _____

Students Phone Number: _____

Student's Email: _____

Dates of Proposed Exams: _____

1: _____ 2: _____ 3: _____ 4: _____

Reason for Request: (see Qualifications to Obtain a Proctor - Page 1)

I have read and understand the Student Qualifications to Obtain a Proctor (Page 1)

Student Signature _____ Date _____

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OFF SITE TEST PROCTORING FORM



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This section needs to be completed and signed by the Proposed Proctor:

Proctor Name: _____ Title: _____

Institution Name: _____

Institution Address: _____

Phone number: _____

Fax number: _____

Email Address (at the institution): _____

Qualifications of Proctor (See Approved Proctors on Page 1):

(Please list qualifications on lines below and check the boxes below after reading the statements)

- ☐ I attest that I am not a friend, relative, or direct supervisor of the student.
- ☐ I have read and attest that I meet the proctor qualifications (see Approved Proctors page 1)
- ☐ I attest that I can and will provide an appropriately secure environment for this student to complete the designated examinations for this course and will abide by the instructions of the instructor.
- ☐ I further attest that I will retain the confidentiality of this examination strictly according to the instructions provided by the instructor and Santa Ana College.
- ☐ I understand that I will not be compensated by Santa Ana College for any costs associated with proctoring examination (s).
- ☐ After receiving confirmation from the Distance Education Office at Santa Ana College, I will destroy and delete all materials.

Signature of Proposed Proctor

Date

Proctor: Please Scan / Email this completed and signed Off Site Test Proctoring Form to :

Santa Ana College - Distance Education Office

Email: DistEd@sac.edu